



John Elias Baldacci  
Governor

## Maine Department of Health and Human Services

### Maine Center for Disease Control and Prevention (Formerly Bureau of Health)

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## RECORD MAINTENANCE

Any owner or operator of a system shall retain on his premises, or at a convenient location near his premises, the records as indicated below. Such records shall be made available to the public for their review.

### A. WATER ANALYSES

1. Records of bacteriological analyses made pursuant to these regulations shall be kept for not less than five (5) years. Records of chemical analyses made pursuant to these regulations shall be kept for not less than ten (10) years. Actual laboratory reports may be kept, or data may be transferred to tabular summaries, provided that the following information is included:
  - a. The date, place, and time of sampling and the name of person who collected the sample;
  - b. Identification of the sample as to whether it was a routine distribution system sample, check sample, raw process water sample, or other special purpose sample;
  - c. Date of analysis;
  - d. Laboratory and person responsible for performing analysis;
  - e. The analytical technique/method used, and
  - f. The results of the analysis.
2. Records of lead analyses and of copper analyses made pursuant to these regulations, as pertinent to requirements of the Federal Lead and Copper rule, shall be kept for not less than twelve (12) years.

### B. VIOLATIONS

Records of action taken by the system to correct violations of drinking water regulations shall be kept for at least three (3) years after the last action associated with a violation. These records should be available to the public upon demand.

### C. SANITARY SURVEYS

Copies of any written reports, summaries, or communications relating to sanitary surveys of the system conducted by the system itself, by a private consultant, or by any local, State, or Federal agency, shall be kept for a period of not less than ten (10) years after completion of the sanitary survey involved and made available to the public upon demand.

### D. VARIANCES AND EXEMPTIONS

Records concerning a variance or exemption granted to the system shall be kept at least five (5) years following the expiration of the variance or exemption and made available to the public upon demand.

### E. OPERATIONAL RECORD

Each system shall maintain daily operational records, which shall be available for inspection and review by the Department and the public. Community systems using wells as a source of supply should maintain records on drawdown and static water level in each well.